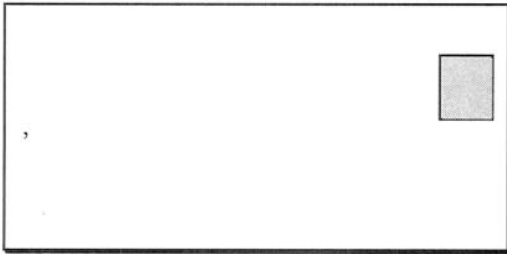


**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**



Employee Name	<u>Dufauchard, Preston</u>
Expense Dates	<u>11/04/09-11/23/09</u>
Total Expense Amount	<u>160.40</u>
Amount Due Employee	<u>160.40</u>
Form ID	<u>TEA000556166</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	11/16	Railroad Fare	29.60	
2)	11/23	Railroad Fare	29.60	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

# **Travel & Expense Account Summary**

Employee Name                      Preston Dufauchard  
Expense Dates                      11/04/09-11/23/09  
Report Name                        PPD Nov. 2009

Request Total    \$     160.40  
Direct Charge Total   -     0.00  
Travel Advances   -     0.00  
Net Due Employee =   **160.40**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sac Staff Mtgs	160.40

NOTE: (d)=Direct Charge

DATE	Mon Nov 16	Tue Nov 17	Mon Nov 23							TOTAL
Railroad Fare	29.60		29.60							59.20
Mileage, Personal Auto		101.20								101.20
<b>TOTALS \$</b>	<b>29.60</b>	<b>101.20</b>	<b>29.60</b>							<b>160.40</b>

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac Staff Mtgs	11/16/09	Railroad Fare	29.60	Cash
Non-Travel Expenses	Sac Staff Mtgs	11/17/09	Mileage, Personal Auto	101.20	Cash
Non-Travel Expenses	Sac Staff Mtgs	11/23/09	Railroad Fare	29.60	Cash